

<h1 style="text-align: center;">基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;"><i>~ Okinawa Wide ~</i></p>		<b>広報番号 :</b> Announcement No.	HRO Okinawa-013-06	
		<b>募集締切日:</b> Closing Date	<b>14 APR 06</b>	
		<b>発行日:</b> Date of Issue	5 APR 06	
<b>1.職種名 Job title ( 等級 Grade <u>6</u> / 語学等級 LAD <u>4</u> )</b>  <div style="text-align: center;">Administrative Officer, #0484 (管理員)</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input checked="" type="checkbox"/> 事務系 Administrative</span> <span><input type="checkbox"/> 技能系 Blue Collar Trade</span> <span><input type="checkbox"/> 保安系 Security</span> <span><input type="checkbox"/> 医療系 Medical</span> </div>		<b>募集人数</b> No. of Recruitment  <div style="text-align: center; font-size: 1.5em;">1 名</div>	<b>4.募集範囲 Area of Consideration</b>  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance  <div style="color: red; font-weight: bold; text-align: center;">Current USFJ Employees in Okinawa ONLY</div>	
<b>2.部隊 Activity:</b> Commander U.S. Fleet Activities, Okinawa Resource Management Department  <b>勤務場所 Working Place: Kadena Air Base</b>		<b>5.雇用の種類 Type of Employment</b>  <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent  <div style="color: red; font-size: 0.8em;">           *****            応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.            提出された応募書類はお返ししません            Submitted applications will not be returned.            *****         </div>		
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> 勤務日 Work Days: <b>MON-FRI</b> 勤務時間・休憩 Work Hours/Recess Period: <b>07:30-16:15/11:30-12:15</b>				
<b>6.職務内容 Duties</b> See attached.				
<b>7.資格要件/身体条件 Qualification/Physical Requirements</b> <div style="color: blue; font-weight: bold;">Basic Requirement:</div> <ol style="list-style-type: none"> <li>Must have at least one year of specialized technical or administrative work experience equivalent at 1-5 level in the related work <u>OR</u> Masters Degree in a related field.</li> <li>Must have completed at least one year of experience in positions at the next lower grade (BWT: 1-5) level for promotion.</li> </ol> <div style="color: blue; font-weight: bold;">In addition to the Basic Requirement, applicant must:</div> <ol style="list-style-type: none"> <li>Have at least three years of progressively increasing experience performing administrative and clerical duties, including management of Inter/Intra-Service Support Agreements (ISA).</li> <li>Advanced skills with Microsoft Word, and Excel. Experience with Power Point and web-based applications. MS Access experience a plus.</li> <li>Be able to work independently and be self-driven toward project accomplishment.</li> <li>Fluency in speaking, comprehending, reading, and writing English is required, including items of a specialized or technical nature.</li> <li>Must possess excellent interpersonal skills, with an ability to negotiate and communicate effectively with internal and external customers and colleagues, lead meetings, and make group presentations.</li> <li>Experience with government purchase and travel card programs and command property management preferred.</li> </ol> <p>Handicapped applicants may be accepted, depending on the degree and kind of disability.</p>				
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional				
<b>学歴 Educational Background :</b> N/A		<b>免許証/修了証 License/Certificate Required :</b> N/A		

<b>8.提出するもの Application and Associated Documents</b>	<b>職務状況 Working Condition</b>
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<p><b>*印の記入は☑ 英語で English</b></p> <p>*☑ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <a href="http://hro.cnj.navy.mil">http://hro.cnj.navy.mil</a></p> <p>*☑ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnj.navy.mil">http://hro.cnj.navy.mil</a></p> <p>☑ 英語の能力を証明するもの（写し） Anything to certify English Proficiency (Copy).</p>		
<b>問い合わせ先</b> for Job Inquiries	<b>提出先</b> Office to Submit	<b>事務処理欄</b> For Official Use
担当部署／担当者名 POC POC: MS. AYANO SHIMABUKURO PERSONNEL TECHNICIAN, DSN: 634-6717	書類の提出先は、嘉手納基地内 Bldg#3597 海軍人事課、 キャンプフォスター内 Bldg# 4 9 0 AAFES 人事課、又 はキャンプフォスター内 Bldg# 4 9 5 海兵隊人事課にて 受け付けています。 Please submit the application to Bldg#3597 Navy SHRO on Kadena AB, Bldg#490 AAFES, or Bldg#495 CHRO on Camp Foster.	
		PD is accurate and current. Certified by Activity
		HRO

## TASK LIST

### Administrative Officer BWT-1-6, CFAO, Resource Management Department

1. Serves as the single point of contact and staff advisor to the command on all matter pertaining to Inter/Intra-service Support Agreements (ISA), Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA). Maintains liaison with counterpart Support Agreements Managers (SAM) attached to other agencies and organizations. Participates fully in meetings and negotiations concerning Support Agreement establishment or revision for 26 Navy associate commands located throughout Okinawa on 9 bases. May negotiate on CFAO's behalf in these support relationships. Supports Regional Business Management Office (RBMO) efforts as related to ISA's. Manages and administers approximately 40 support agreements for CFAO. 45%
2. Directs, organizes, manages and plans the administrative support requirements for the Resource Management Department, including correspondence, preparation of instructions, notices and other written materials, as required. Establishes and maintains a tickler system to ensure continued review of existing instructions and notices for currency, initiating and completing updates as required. Initiates and manages departmental staff work inherent to internal and external customers and reporting requirements. 25%
3. Participates substantially in timekeeping and attendance administration for Master Labor Contract (MLC) personnel and U.S. Civil Service personnel as required, including maintenance or retained records as required and as needed for effective internal control review (audit). 10%
4. Assists in the administration of property management functions for CFAO. Participates in triennial, annual or situational inventories as required. Assists in the maintenance of property inventory data within the Defense Property Accountability System (DPAS). Maintains files of departmentally designated subordinate property managements custodians. Monitor position turnovers within the command that would trigger situational inventories, provides notification of actions required and monitors completion. Monitors command events and activities that might necessitate extra management attention within potentially vulnerable areas and provides recommendations to preclude loss of government property. 10%
5. Assist the command Agency Program Coordinator (APC) for the Government Travel Charge Card (GTCC), including file maintenance, application processing and other program support as directed. 10%
6. Performs other duties as assigned by the Resource Management Department Head.